

**SPECIAL TOWN BOARD MEETING
MARCH 11, 2009**

Chairman Leair called the meeting to order at 6:37 p.m. Present were Supervisors Morris, Reid, Schmittinger and Ross. Also present were Planner Herrmann and Clerk Whitmore.

Discussion/action – Job description for Public Works Superintendent

The Board reviewed the job description and made several changes. It was agreed the job description was basically complete.

Discussion/action – Advertisement for Public Works Superintendent

Schmittinger will get his draft to Herrmann to finish the advertisement; the Board will review this at the next meeting.

The Board discussed what they would like to see in a benefit package and salary. Herrmann asked to contact an insurance agent and get information for the next meeting.

Discussion/action – Bid and Contract language for road work

The bids for street sweeping, roadside weed cutting and lot weed cutting were reviewed. All three bids should be sent out for publication, with the bids to be opened on April 9th and action at the April Board meeting.

Discussion on a road to be used for the TRIP program, discussion of possibly jointly doing Davies Drive with the Village of Wales, Herrmann will get the information from Yaggy Colby regarding the work to be done and projected cost.

Discussion on Employee's Manual

It was agreed this will probably not be started until later this spring.

Discussion on upcoming fire contract with North Prairie

There was no discussion on this item this evening.

Set date for next work session

The next work session was scheduled for March 26th at 6:30 p.m.

Reid made motion to adjourn, Morris seconded, motion carried unanimously. Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Barbara A. Whitmore
Town Clerk